

AGENDA - ANNUAL GENERAL MEETING
BODY CORPORATE FOR HAVEN COURT CTS 13098
16 Coyne Street, Kirra, QLD, 4225

1. Attendance record and apologies
2. Admittance of proxies and voting papers
3. Consideration of the following motions:

Motion No	Substance of Motion
1.	Confirmation of Minutes
2.	Statement of Accounts
3.	No Audit
4.	Audit
5.	Administrative Fund Budget and Levies
6.	Sinking Fund Budget and Levies
7.	Insurances
8.	Appointment of Body Corporate Manager
9.	Election of Committee Members

Dated: Monday 9 February 2026

Strata Title Management

Address for reply:

Strata Title Management - Tweed Heads Office
PO Box 1548
COOLANGATTA QLD 4225

Telephone: (07)55360700
Email: tweedheads@stratatitle.com.au
Website: www.stratatitle.com.au

YOUR VOTE IS IMPORTANT PLEASE COMPLETE THE "VOTING PAPER" IF YOU ARE UNABLE TO ATTEND THE MEETING.

VOTING PAPER FOR HAVEN COURT CTS 13098

If you want to vote using this voting paper, then mark either 'YES', 'NO' or 'ABSTAIN' (e.g. by a circle) printed opposite each motion you wish to vote on. You may vote for as few or as many as you wish. It is not necessary to vote on all motions. After signing the completed voting paper, forward it promptly to the address shown on the agenda.

1. **Confirmation of Minutes** Ordinary Resolution
Statutory Motion Submitted by Committee
- THAT** the Minutes of the Extraordinary General Meeting held 15/07/2025 be confirmed and signed as a true and correct record of proceedings at that meeting.
- YES NO ABSTAIN

2. **Statement of Accounts** Ordinary Resolution
Statutory Motion Submitted by Committee
- THAT** the statement of accounts for the financial year ended 31/12/2025 be approved.
- YES NO ABSTAIN

3. **No Audit** Special Resolution
Statutory Motion Submitted by Committee
- THAT** the Body Corporate's Statement of Accounts for the year 01/01/2026 to 31/12/2026, not be audited.
- NOTE TO MOTION:**
If you want the accounts to be audited vote "NO", if you do not want the accounts to be audited, vote "YES".
- YES NO ABSTAIN

4. **Audit** Special Resolution
Statutory Motion Submitted by Committee
- THAT** if motion 3 is lost, the body corporate's, statement of accounts for the financial period 1/1/26 to 31/12/26 be audited by Kelly and Partners.
- YES NO ABSTAIN

5. **Administrative Fund Budget and Levies**
Statutory Motion Submitted by Committee

Ordinary Resolution

THAT the Administrative Fund Budget as circulated be approved and the Administrative Fund Levies be determined as follows:

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
Already Issued	Current	01/01/2026	30/06/2026	01/01/2026	\$11,000.00	\$1,375.00000
To be Issued	Current	01/07/2026	31/12/2026	01/07/2026	\$11,000.00	\$1,375.00000
Total					\$22,000.00	\$2,750.00000

Further to provide cash flow from the end of the financial year to the date of the next Annual General Meeting, interim contribution levies be determined as follows:

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	01/01/2027	30/06/2027	01/01/2027	\$11,000.00	\$1,375.00000
Total					\$11,000.00	\$1,375.00000

Please note that a 20% discount is applicable if paid by the discount date.

YES NO ABSTAIN

6. **Sinking Fund Budget and Levies**
Statutory Motion Submitted by Committee

Ordinary Resolution

THAT the Sinking Fund Budget as circulated be approved and the Sinking Fund Levies be determined as follows:

Levy Status	Financial Period	Period From	Period To	Due	Sinking Fund	Per Lot Entitlement
Already Issued	Current	01/01/2026	30/06/2026	01/01/2026	\$9,260.00	\$1,157.50000
To be Issued	Current	01/07/2026	31/12/2026	01/07/2026	\$9,260.00	\$1,157.50000
Total					\$18,520.00	\$2,315.00000

Further to provide cash flow from the end of the financial year to the date of the next Annual General Meeting, interim contribution levies be determined as follows:

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Sinking Fund	Per Lot Entitlement
To be Issued	Next	01/01/2027	30/06/2027	01/01/2027	\$9,260.00	\$1,157.50000
Total					\$9,260.00	\$1,157.50000

Please note that a 20% discount is applicable if paid by the discount date.

YES NO ABSTAIN

7. **Insurances**
Statutory Motion Submitted by Committee

Ordinary Resolution

THAT the Body Corporate Insurance covers as detailed below be confirmed:

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
T.B.A.	STRATA COMMUNITY INSURANCE	12 Aug 2026	BUILDING & CONTENTS	\$2,741,100.00
			CATASTROPHE COVER	\$411,165.00
			COMMON AREA CONTENTS	\$27,411.00
			TERRORISM	Applies Section \$1.00 (Part A2)
			FIDELITY GUARANTEE	\$100,000.00
			FLOOD COVER	Insured
			LEGAL DEFENCE EXPEN	\$50,000.00
			OFFICE BEARERS	\$1,000,000.00
			PUBLIC LIABILITY	\$20,000,000.00
			FLOATING FLOORBOARDS	Insured
			VOLUNTARY WORKERS	\$200,000.00
			W, H & S BREACHES	\$100,000.00
			GOVT AUDIT COSTS	\$25,000.00
			LOSS RENT/TEMP ACCOM	\$411,165.00
LOT OWNERS FIXTURES	\$300,000.00 (per lot)			
TOTAL PREMIUM: \$8,169.62				

YES NO ABSTAIN

8. **Appointment of Body Corporate Manager**
Submitted by Committee

Ordinary Resolution
 Without use of Proxies

THAT Strata Title Management Group North Pty Ltd be appointed pursuant to the relevant Module as the Body Corporate Manager of the Body Corporate for HAVEN COURT CTS 13098 for a period of 1 year, commencing on 27th of March 2026 and ending on 27th of March 2027 with a Management Fee set at \$1,615.00 per annum inclusive of GST as per the attached agreement authorising the Body Corporate Manager to carry out the duties and functions of the Secretary and Treasurer and such documentation is to be signed by a member of the Committee.

YES NO ABSTAIN

9. Election of Committee Members

The following nomination was received for the position of **Chairperson**:

Nil

Ken

The following nomination was received for the position of **Secretary**:

Nil

Ken

The following nomination was received for the position of **Treasurer**:

Nil

Lauren?

The following nominations were received for the positions of **Ordinary Members**:

Nil

Lauren, self.

The above positions for which sufficient nominations have been received will be declared elected unopposed.

The following positions will be filled from nominations received from the floor of the meeting:

Chairperson, Secretary, Treasurer, Ordinary Members

I/We require that this voting paper, completed by me/us, be recorded as my/our vote in respect of the motions set out above.		
I/We have signed the bottom of each page comprising this voting paper.		
Signature(s) of Voter(s)	
Name(s) of Voter(s)	
Lot No. 6	13098	Date:

① Email re postage, stationery, charges - (Ken)
 ② Painting quotes 3 25% needed ③ to call EGM

RECORD OF THE ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR HAVEN COURT COMMUNITY TITLES SCHEME 13098 HELD AT THE OFFICES OF STRATA TITLE MANAGEMENT (GROUP) PTY LTD, THE STRAND SHOPPING CENTRE, SHOP 207, 72-80 MARINE PARADE, COOLANGATTA ON 04 MAR 2026 COMMENCING AT 10:00 AM NSW TIME.

LOTS REPRESENTED:

Lot 1	Ken Robson	Proxy present
Lot 2	Lauren Skelsey	Electronic vote
Lot 3	Laura Grose	Owner present (pre-voted)
Lot 6	Sandra Kilby	Owner present
Lot 7	Ken Robson	Owner present

IN ATTENDANCE:

Brooke Presgrave (representing Strata Title Management)

PROXIES:

A proxy was received from lot 1.

CHAIRPERSON OF THE MEETING:

Ken Robson was appointed Chairperson of the meeting.

MOTION NO. 1

Confirmation of Minutes

RESOLVED THAT the Minutes of the Extraordinary General Meeting held 15/07/2025 be confirmed and signed as a true and correct record of proceedings at that meeting.

VOTE: YES : 5 NO: 0 ABS: 0 INV: 0

MOTION NO. 2

Statement of Accounts

RESOLVED THAT the statement of accounts for the financial year ended 31/12/2025 be approved.

VOTE: YES : 5 NO: 0 ABS: 0 INV: 0

MOTION NO. 3

No Audit

RESOLVED THAT the Body Corporate’s Statement of Accounts for the year 01/01/2026 to 31/12/2026, not be audited.

VOTE: YES : 5 NO: 0 ABS: 0 INV: 0

MOTION NO. 4

Audit

Motion No.4 was ruled Out of Order due to the passing of Motion No.3

MOTION NO. 5

Administrative Fund Budget and Levies

RESOLVED THAT the Administrative Fund Budget as circulated be approved and the Administrative Fund Levies be determined as follows:

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Current	01/01/2026	30/06/2026	30/06/2026	\$11,000.00	\$1,375.00000
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Total					\$22,000.00	\$2,750.00000

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Total					\$11,000.00	\$1,375.00000

Please note that a 20% discount is applicable if paid by the discount date.

VOTE: YES : 5 NO: 0 ABS: 0 INV: 0

MOTION NO. 6

Sinking Fund Budget and Levies

RESOLVED THAT the Sinking Fund Budget as circulated be approved and the Sinking Fund Levies be determined as follows:

Levy Status	Financial Period	Period From	Period To	Due	Sinking Fund	Per Lot Entitlement
To be Issued	Current	01/01/2026	30/06/2026	30/06/2026	\$9,260.00	\$1,157.50000
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To be Issued	Next	01/01/2027	30/06/2027	01/01/2027	\$9,260.00	\$1,157.50000
Total					\$9,260.00	\$1,157.50000

Please note THAT a 20% discount is applicable if paid by the discount date.

VOTE:

YES : 5

NO: 0

ABS: 0

INV: 0

MOTION NO. 7

Insurances

RESOLVED THAT the Body Corporate Insurance covers as detailed below be confirmed:

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
T.B.A.	STRATA COMMUNITY INSURANCE	12 Aug 2026	BUILDING & CONTENTS	\$2,741,100.00
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			COMMON AREA CONTENTS	\$27,411.00
			TERRORISM	Applies Section \$1.00 (Part A2)
			FIDELITY GUARANTEE	\$100,000.00
			FLOOD COVER	Insured
			LEGAL DEFENCE EXPEN	\$50,000.00
			OFFICE BEARERS	\$1,000,000.00
			PUBLIC LIABILITY	\$20,000,000.00
			FLOATING FLOORBOARDS	Insured
			VOLUNTARY WORKERS	\$200,000.00
			W, H & S BREACHES	\$100,000.00
			GOVT AUDIT COSTS	\$25,000.00
			LOSS RENT/TEMP ACCOM	\$411,165.00
LOT OWNERS FIXTURES	\$300,000.00 (per lot)			
TOTAL PREMIUM: \$8,169.62				

VOTE:

YES : 5

NO: 0

ABS: 0

INV: 0

MOTION NO. 8

Appointment of Body Corporate Manager

RESOLVED THAT Strata Title Management Group North Pty Ltd be appointed pursuant to the relevant Module as the Body Corporate Manager of the Body Corporate for HAVEN COURT CTS 13098 for a period of 1 year, commencing on 27th of March 2026 and ending on 27th of March 2027 with a Management Fee set at \$1,615.00 per annum inclusive of GST as per the attached agreement authorising the Body Corporate Manager to carry out the duties and functions of the Secretary and Treasurer and such documentation is to be signed by a member of the Committee.

VOTE:

YES : 4

NO: 0

ABS: 0

INV: 0

MOTION NO. 9

Election of Committee Members

The position of **Chairperson**:

Ken Robson

The position of **Secretary**:

Ken Robson

The position of **Treasurer**:

Lauren Skelsey

The following nominations were received for the positions of **Ordinary Members**:

Nil

The above positions for which sufficient nominations have been received have been declared elected unopposed

